



Town of Buckeye Human Resources Department JOB POSTING

076-12 Court Clerk

NUMBER OF VACANCIES: 1

DEPARTMENT: Magistrate Court

PAY GRADE: Grade 40, Non-Exempt

TYPE OF POSITION: Full-Time, Classified

DAYS WORKED: Monday - Thursday

POSTING DATE: October 9, 2012

WORK LOCATION: 100 N. Apache

SALARY RANGE: \$14.52 - \$21.46 per hour

HOURS WORKED: 7 am – 6 pm

POSITION CLOSES: Thursday, October 18, 2012, at 6:00 p.m.

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 6:00 p.m. on the closing date at:

530 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 386-4421

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the “Employment” button or obtain an application from Human Resources Department.

We are an equal opportunity employer. The Town of Buckeye participates in E-Verify.

GENERAL PURPOSE: Under close supervision, performs routine legal clerical work in the support of the operations of a Municipal Court.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists customers and callers regarding court procedures, payments, bonds, citations, contracts and warrants.
- Prepares summons and trial subpoenas.
- Collects, posts, and balances fines, fees, and bonds. Reconciles daily cash transactions using court specific computer software and Microsoft Excel.
- Inputs a variety of court transactions including new citations and court docket entries, creates files and prepares cases for court.
- Performs routine clerical support duties including typing, word processing and filing.
- Responds to public requests for information.
- Performs other duties as assigned or required.

(Job posting continues on back and/or next page.)

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and one (1) year of court experience; OR an equivalent combination of training and experience. Knowledge and experience of AZTEC case management software and collections procedures preferred.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of court procedures, legal terminology and business English.
- Knowledge of rules and regulations regarding civil processes and courtroom behavior.
- Knowledge of basic bookkeeping methods.
- Knowledge of the principles of record keeping and records management.
- Skill in interpreting and applying Court standards and procedures, applicable state rules and regulations, and Town policies and procedures.
- Skill in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software including AZTEC case management software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Bilingual skills (English/Spanish) preferred. Ability to be bonded.

Physical Demands / Work Environment: Standard office environment.

Reports To: Court Administrator

Supervision Exercised: None

FLSA Status: Non-exempt